

NEVILL ROAD JUNIOR SCHOOL GOVERNING BOARD MINUTES

SUMMER TERM 2020

Date: 8th July 2020

Time: 1pm

Venue: Video Conference

GOVERNORS PRESENT

Mrs G Simm (Chair), Mrs Cliff (Headteacher), Mr A Baguley, Mr P Curran, Miss J Harrop, Mr N Kokkinis, Ms S Kreitzman, Miss E Owen, Cllr Weekes-Holt, Mrs C Wilke and Mrs A Wong.

IN ATTENDANCE

Mrs C Heaney

Governor Support Officer

1. **WELCOME AND APOLOGIES FOR ABSENCE**

Governors were welcomed to the meeting. Apologies for absence were received from Mrs R Hesford and Mrs N Jordan and accepted by the governing board.

Mrs A Wong, new Co-opted governor was warmly welcomed to the board.

2. **DECLARATION OF BUSINESS INTERESTS**

Governors were asked to declare any business, financial or personal interests in any agenda items;

Ms Wilke - Husband owned a solar distribution company which had supplied installations to schools in Stockport, but not this school.

Miss Harrop - Family connection to Harfield Components Ltd who had undertaken work for the school.

Governors were reminded that they should declare any interest which arose during the meeting.

3. **DECLARATION OF ANY ITEMS TO BE DISCUSSED UNDER ANY OTHER BUSINESS**

None were declared.

4. **CHAIR'S ACTION**

The Chair explained that, due to the implications of Covid-19, there had been regular contact with the Headteacher. Additionally, the following Chair's Action had been taken:

- The disqualification of Mr C Smith from the governing board, following continued nonattendance at board meetings.
- Organised a resources meeting specifically to approve the 2020-21 budget.

Governors APPROVED this action.

5. HEADTEACHER'S VERBAL REPORT

The Headteacher updated the governors upon matters arising from the Report and referred to the COVID documentation which had been circulated prior to the meeting. Additional information was outlined and questions were invited:

Reopening to year 6

Mr Baguley outlined his experience as a teacher of one of the year six bubbles. It was noted that the current systems were felt to be working well and both staff and pupils were happy with the arrangements that were in place.

An overview was heard of a typical school day and the routines which pupils had experienced. There was a variety of activities taking place and pupils were responding well to the additional one to one time with their teachers, due to the current high teacher to pupil ratios.

Pupils were also taking part in transition activities to assist with their move to high school in September.

September Reopening

The Headteacher referred Governors to the latest risk assessment and the plans for reopening which had been circulated prior to the meeting.

The Headteacher explained that lessons had been learnt during the partial reopening and many of the successful processes and systems would be continued and upscaled from September.

Governors heard an overview of the current cleaning regimes and classroom organisation and how this would be managed with increased pupil numbers whilst ensuring that social distancing was adhered to.

The primary focus when pupils returned in September would be to re-establish routines and a focus on wellbeing. There would still be a need to follow the curriculum and key areas in Maths, Reading and Writing would be worked on.

There would be a focus on catch up and careful assessment would take place to ensure that gaps in individual pupil's learning were identified. This would allow the school to identify pupils who needed individual support.

1:30pm *Mr Kokkinis joined the meeting*

What would happen if parents had pupils in different year groups and therefore different drop off and pick up times? This effected approximately ten families and they would be allowed to drop their children off at the same time. The school had specific drop off and pick up areas, which would be trialled and then it could be seen how well the system was working. It was hoped that as it was only a small number of families affected that it wouldn't become a problem. Over time, year 6 pupils often walked home by themselves which further reduced the number of parents on site. The school had reviewed the systems on a weekly basis throughout the partial reopening and would continue to do so from September.

Governors noted that there was likely to be a similar consideration with families who also had children who attended the infant school. The Headteacher explained that the specific drop off and pick up points would be shared with families and there would potentially be some flexibility for families to avoid the need for groups to need to wait on the school site.

Who was doing the cleaning throughout the day and were there any cost implications? This was currently done by teaching staff and teaching assistants and was taking place on a regular basis. As the team were responsible for the cleaning there had not been a requirement to pay for additional cleaners.

Governors discussed the entry and exit points for year groups and the use of toilets. It was noted that the guidance for the September reopening did not specify the need for bubbles to access individual toilets. However, the school would be continuing to do this as it had been working well.

Governors discussed the various entry points to the school site and the potential for a bottleneck to occur at the North Park Road entrance.

Governors noted the possible implementation of a one way system in this area with clear signage to remind parents of the need to ensure they were socially distancing.

It was hoped that staggered drop off and pick up times would minimise the amount of families entering and exiting the site at any one time.

What transition activities were taking place for pupils going into different year groups? For year 2 going into year 3 there would usually be a number of transition activities, which at present we were unable to do. There would be an opportunity for year 2 to spend time in school with their teacher in their new classrooms during the last week of term. Resources and a short film had been created for those that were unable to attend school for the transition afternoons. The Headteacher would be on the playground during the transition afternoons. Families had also been sent a presentation which outlined key information about the school. Additionally, there was a significant number of children joining the school who already had an older sibling which meant that the Headteacher was already familiar with many of the families. Individual virtual meetings had been arranged for any families of SEND children to allow them an opportunity to discuss any issues or concerns. The Headteacher hoped to be able to host a coffee morning for certain families in September.

Governors heard that all year groups had had the opportunity to take part in weekly virtual meeting with their classmates and teaching staff. Any pupils who had not taken part in these meetings had instead received a phone call.

Governors applauded the Headteacher and her team for the quality and amount of remote learning opportunities and the level of continued care which had been offered to pupils of the school.

The risk assessment was duly APPROVED by the governing board.

Arrangements for key workers' children and vulnerable pupils

The majority of children with EHCPs had returned to school. There were two families who had chosen to keep their children at home.

The majority of children who were considered to be vulnerable using the set criteria had attended school throughout the closure.

The school had initially sent food parcels to children in receipt of Free School Meals (FSM). The voucher scheme was now in operation and had also continued to run during the school holidays. Families would be advised that the local food bank was offering food parcels over the summer break.

There were a number of families whose financial situation had changed over recent months and the school had offered to help them to apply for FSM.

Miss Owen gave an overview of a recent SEND transition virtual meeting which had taken place. It was felt that families were satisfied with the steps being taken by the school.

Individual children's support staff would remain unchanged in the new academic year.

The school understood individual pupils' specific triggers and would offer pupils an opportunity to see their new classroom before September if it was deemed necessary.

Staff Health and Wellbeing

Governors heard that staff contact had been maintained throughout the school closure through regular staff meetings and social group calls.

Staff had been allowed to use their PPA time at home.

Staff had been asked to complete a questionnaire to identify any concerns.

Some staff were currently shielding and risk assessments would be undertaken for them prior to September.

Any staff who were shielding and had wanted to work in school had been supported by allowing them to work away from the pupils.

Staff working from home had supported the home learning offer and an overview was heard of the activities undertaken.

Reporting to the DfE on daily numbers

There were currently 136 children in the school although they were not in school at the same time. There were now 65 year 6 pupils attending. The school had maintained contact with those year 6 pupils not attending through regular phone calls and virtual meetings.

Key Stage 2 Performance Data

The Headteacher referred Governors to the document which had been circulated prior to the meeting. Further key information was outlined and questions were invited;

The school had questioned their practice and areas of concern from last year results had been identified and addressed.

The Reading assessment had been mainly based on the assessment that pupils had completed in January, which had been the 2019 Reading SATs paper.

Meeting Age Related Expectations (ARE) and achieving Greater Depth (GD) in Reading were significantly higher than last year's results.

A conservative assessment had been made in Writing as it was felt there was not enough evidence to prove the case otherwise. There had been an increase in meeting ARE in Writing from 65% in 2019 to 78% this year and 6% in 2019 to 23% achieving GD.

There had been an increase in meeting ARE in Maths from 74% in 2019 to 86% this year and 4% in 2019 to 24% achieving GD.

There had been an increase in the combined result for meeting ARE from 45% in 2019 to 72% this year and 3% in 2019 to 14% achieving GD.

The school would receive an analysis from the Local Authority in time based on various criteria which would be useful in the event of any inspection.

Governors heard that Ofsted would commence non judgement inspections in the Autumn term and that it was likely these would be published.

Governors congratulated the school on their successful results.

The Headteacher was thanked for her report and there not being any further questions, it was RESOLVED that the Headteacher's report be received.

6. RESOURCES

a) Budget Update

Income from pupil premium had increased by £18,000.

There were a significant number of pupils joining the school in September who had additional needs. Year 2 presently had a teacher and at least one teaching assistant in

each classroom. The school had advertised for additional Teaching Assistants from September and the budget reflected this need.

Governors heard details of the carry forward through to 2023 and noted that the school was in a positive financial situation.

The school was in the process of applying to claim additional monies for cost incurred during COVID19 although it was not yet known if these would be recouped.

b) Approval of Budget 2020/21

Governors noted that the budget had been discussed at the recent Resources committee meeting and duly APPROVED the budget for 2020-21.

c) Approval of Buybacks

Buybacks remained the same as last year.

d) Approval of SFVS documentation

It was confirmed that the documentation had been completed and submitted to the LA.

7. BUSINESS

a) Full Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 4th March, copies circulated previously, be approved. The Clerk undertook to provide a paper copy of the minutes for the Chair's signature **ACTION**

b) Action Points from the Previous Minutes

The actions raised at the spring term meeting were duly reviewed as follows:

MINUTE POINT	ACTION REQUIRED	ACTION FOR	UPDATE
3b	DBS, Section 128 and Business Interest forms to be completed	CS	No longer relevant see agenda item 4.
3b	New Behaviour survey to be shared with Governors	Head	No longer relevant due to COVID19.
3b	Agree summer meeting dates	Steering & Joint committees	No longer relevant due to COVID19.
3b	Outstanding governor information to be sent to Miss Harrop for inclusion on the school website.	All	Updated below

3b	School Governor Visits policy to be added to GovernorHub	Chair & Clerk	COMPLETE
3b	Presentation of School Fund Audit Certificate	Head	COMPLETE [Added to GovernorHub post meeting]
3f	Committee membership to be updated on GovernorHub Governors to consider committee membership and possible link roles	Clerk All	COMPLETE
4	To provide comparison attendance data for the previous academic year	Head	No longer relevant due to COVID19.
7.	To discuss and approve policies; Governor Privacy Notice Wellbeing	Steering C & S	Carry forward - ACTION
8d.	Approval of Budget 2020-21 to be added to the Summer FGB agenda	Clerk	COMPLETE
12c.	Parent feedback questionnaires to be sent to Miss Owen	Head	No longer relevant due to COVID19.

Action point 3b **ACTION**

- New Governors to contact Miss Harrop post meeting regarding the pen profile and photographs for inclusion on the school website.
- Correction to be made to the Health and Safety governor listed on the school website.
- Mrs Wilke to check her pen profile for accuracy

c) Committee Minutes

The minutes of the following committee meetings were noted by the governing board:

- Resources 26th May

It was noted that the school had now advertised for an Assistant Headteacher and the recruitment process would begin in October with an expected start date of January 2021

d) Policies

There were no policies which had been identified for review.

e) Safeguarding Policy Covid-19 Annex

It was noted that this had been shared with Governors in March 2020.

f) Governing Board Contingency Plans

It was not felt necessary to identify a contingency plan for the governing board given the level of skill across its members.

g) Governors to Confirm/Update GovernorHub Details

The Clerk requested that governors check their current GovernorHub details and update where necessary **ACTION**

The Clerk undertook to send up to date information through to the School Business Manager for submission to Get Information About Schools (GIAS). **ACTION**

8. GOVERNOR DEVELOPMENT

a) Governor Resignations

The Chair explained that she planned to resign from the board following her imminent house move. Therefore there was a need to consider succession planning and Governors were invited to express any interests for the next academic year.

b) Governing Board vacancies

Governors heard there was one co-opted vacancy and potentially an additional vacancy from September.

Governors were asked to consider any potential candidates for co-option to the board.

c) Skills Audit

It was noted that a recent skills audit had been completed which would be updated to include the two new governors. This would be shared on GovernorHub upon its completion. **ACTION**

Governors were reminded that online training was currently available through the NGA website.

d) Governor Visits

The policy and feedback form had been circulated prior to the meeting. Governors were asked to use this documentation when completing any future visits to the school and consider their ease of use.

9. BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

- Governance update
- Governor development
- The impact of Covid-19 on educational establishments
- Assessment update 23.4.20
- Information Governance
- Schools Finance
- Admission Arrangements and Term Dates

Governors noted the guidance within the reports. Governors heard that the most recent DfE guidance (dated July) indicated those areas which would be considered in any Ofsted

inspections. Governors were asked to read this documentation to ensure they were up to date with the expectations.

The Chair noted that she was currently the Safeguarding Governor and there would be a need for someone else to take on this role from September.

The Headteacher confirmed that the Safeguarding audit had been submitted.

2:37pm *Mrs Wilke left the meeting*

10. DATES

a) Full Governing Board

Weds 4th 1pm (Governors agreed this could become an evening meeting given the current uncertainty surrounding working hours and childcare)

b) Committee Meetings

Mrs Harrop noted that the Curriculum and Standards meeting had been cancelled during the Summer term and as such no handover had taken place. **ACTION**

11. ANY OTHER BUSINESS

The Headteacher thanked the Chair on behalf of the Governing Board for her efforts and support during her time in the role.

With no further business to discuss, the Chair thanked everyone for attending and the meeting closed at 2:46 pm.

**NEVILL ROAD JUNIOR SCHOOL
SUMMER TERM 2020 GOVERNING BOARD MINUTES
MEETING ACTION POINTS**

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
7a	Clerk to provide a paper copy of the autumn FGB minutes for the Chair's signature	Clerk	When appropriate
7b	To discuss and approve policies; Governor Privacy Notice Wellbeing	Steering C & S	Autumn term meetings
7b	New governors to return noted information to Miss Harrop	PC, JM, AW, CW & JH	Post meeting
7g	Governors to check personal information listed on GovernorHub for accuracy Clerk to email governor information for GIAS website to the SBM	All Clerk	Post meeting
8c	Skills Audit to be shared with Governors	Chair & Clerk	Post meeting
10a	Curriculum and Standards handover to be arranged.	Chair & JH	Post meeting